

Weekly Partnering Meeting – Agenda

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|-----------------------------|----------|---|--|---------------------|--|--|----------|------------------------|--|--------------------|--|
| Project Number: | | | | | | Date: ____ / ____ / ____ | | | | | |
| Resident Engineer: | | | | | | From: ____ am/pm To ____ am/pm | | | | | |
| Contractor: | | | | | | Location: _____ | | | | | |
| Stakeholders Present | | | | | | Stakeholders Present | | | | | |
| 1 | Name: | | | | | 6 | Name: | | | | |
| | Company: | | | | | | Company: | | | | |
| 2 | Name: | | | | | 7 | Name: | | | | |
| | Company: | | | | | | Company: | | | | |
| 3 | Name: | | | | | 8 | Name: | | | | |
| | Company: | | | | | | Company: | | | | |
| 4 | Name: | | | | | 9 | Name: | | | | |
| | Company: | | | | | | Company: | | | | |
| 5 | Name: | | | | | 10 | Name: | | | | |
| | Company: | | | | | | Company: | | | | |
| UNRESOLVED ISSUES | | | | | | | | | | | |
| Description: | | | | Assigned To: | | Resolution: | | | | Status: | |
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| NEW AGENDA ITEMS | | | | | | | | | | | |
| Item # | | Description: | | | | | | Name: | | | |
| 1 | | Approval of previous meeting minutes | | | | | | Project Superintendent | | | |
| 2 | | Review/Discussion of Partnering Evaluation Scores | | | | | | Group | | | |
| 3 | | Review of Outstanding Items | | | | | | Group | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
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| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| ACTION ITEMS | | | | | | | | | | | |
| Item # | | Description: | | | | Assigned To: | | | | | |
| | | | | | | Start Date : | | | | Comp. Date: | |
| | | Description: | | | | Assigned To: | | | | | |
| | | | | | | Start Date : | | | | Comp. Date: | |
| | | Description: | | | | Assigned To: | | | | | |
| | | | | | | Start Date : | | | | Comp. Date: | |
| | | Description: | | | | Assigned To: | | | | | |
| | | | | | | Start Date : | | | | Comp. Date: | |
| | | Description: | | | | Assigned To: | | | | | |
| | | | | | | Start Date : | | | | Comp. Date: | |
| | | Description: | | | | Assigned To: | | | | | |
| | | | | | | Start Date : | | | | Comp. Date: | |

Weekly Partnering Meetings – Model Agenda Instructions

Preparation for meeting:

- Transfer any previous meetings unresolved action items to the “Unresolved Issues” section of new agenda
- Include any new issues that developed since last meeting in the “New Agenda Items” section of Agenda form. Identify the person to talk about the subject.
- Invite all necessary stakeholders to the meeting
- Request all stakeholders to identify any new agenda items and add them to the agenda.
- Print Partnering Evaluation Graph from UDOT web

During the Meeting:

- Identify all stakeholders present and the company they represent
- Contractor to take meeting minutes and distribute Partnering Evaluation Forms
- All attendee’s to fill out Partnering Evaluation form and return to Contractor
- Review Partnering Evaluation graph and discuss trends.
- **Unresolved Issues:**
 - Description of issue
 - Who the issue was assigned to
 - What resolutions have been accomplished?
 - Status of issue (completed, in-work)

If status is marked as “in-work”, action steps should be identified and completion date should be assigned in the Action Items portion of the form.

Completed items are to be communicated to the originating party with an explanation as to what decision was made and why. Completed items will be left off future agendas.

- **New Agenda Items:**
 - Review minutes from previous meeting. Make any necessary changes
 - Review project “Partnering Evaluation” score and discuss good and bad trends.
 - Describe all new agenda items in detail to all in attendance
 - Discuss what has been done so far on each item
 - Discuss possible remedies to the issue
 - Identify responsible person for follow up (if needed)
 - Determine action items and completion date for each issue
 - Identify time of escalation if not completed
- **Action Items:**
 - Review action items, completion dates and responsible person for each issue discussed.
 - Make sure the person responsible for the item understands it in enough detail to follow through.

After the Meeting:

- Contractor to submit meeting minutes to UDOT for approval.
- UDOT to distribute meeting minutes to all appropriate individuals.
- Partnering Evaluation forms to be input to the UDOT web site.
- Transfer all “Action Items” to next meetings agenda form for review.
- Individual(s) having action items are responsible for contacting appropriate person(s) to complete the assignment.